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Information Management

OVERNIGHT DELIVERY SERVICE

FOR THE COMMANDER:

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Chief of Staff

PROPONENT: The proponent of this publication is Administrative Services Branch, Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PAA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSION: This is a new publication.

APPENDIX A: Overnight Shipping (page 4)

DISTRIBUTION: A

Distribution codes used are explained in FRMOI 25-1.

This document is available on the First Region (ROTC) Web site at:

www.rotc1.bragg.army.mil

- 1. Purpose. This FRMOI provides policy and guidance pertaining to overnight shipment of material using the service provided through contract with FedEx.
- 2. Applicability. This FRMOI is applicable to Headquarters, First Region (ROTC), and organizations shipping material through the First Region (ROTC) Mail and Distribution Center.
- 3. General.

- a. The Chief, Administrative Services Branch, is designated as the point of contact for all matters relating to postal operations and overnight delivery services for Headquarters, First Region (ROTC).
- b. Outgoing official material that is not delivered via e-mail or posted to the First Region (ROTC) Web site will be dispatched through the Mail and Distribution Center utilizing the least costly means of delivery while ensuring that mission accomplishment is not adversely affected.
- c. First Region (ROTC) e-mail system and First Region (ROTC) Web site will be used to the maximum extent possible to provide data within this region. Material that is dispatched to all brigades, senior and junior programs will also be posted to the First Region (ROTC) Web site.
 - d. Appropriated funds will **NOT** be used for:
 - (1) Material that is not exclusively US Government business.
 - (2) Invitations to social functions.
 - (3) Personal congratulatory letters from one individual to another individual.
 - (4) Holiday and birthday greetings.
 - (5) Delivery of military/personal clothing or individual equipment.

4. Procedures.

- a. Use e-mail and the First Region (ROTC) Web site to forward material within First Region (ROTC) to the maximum extent possible.
- b. Material which cannot be dispatched via e-mail or posted to the First Region (ROTC) Web site will be hand carried to the First Region (ROTC) Mail and Distribution Center for dispatch.
- 5. Overnight Delivery Service.
- a. Overnight Delivery Service is provided by commercial contract and is only authorized for delivery of mission ESSENTIAL material which cannot be delivered to the addressee by other less costly means and meet mission requirements. Overnight delivery service should not be requested on Fridays or days before a holiday.

- b. Overnight Delivery Service provides for the delivery to the addressee by 1200 the day following dispatch, or in the case of Friday or the day before a holiday, by 1200 the next normal duty day. The 1200 delivery time is provided within the continental United States ONLY.
- c. Material requiring overnight delivery service must be hand carried to Administrative Services Branch not later than 1530 the day of desired dispatch in order to ensure pick-up by the delivery contractor. Request MUST include the street or building number address of the recipient and a telephone number for the recipient to aid in delivery. (DO NOT use PO Boxes as the contractor cannot deliver to a PO Box). Addresses for First Region (ROTC) brigades and senior programs have been preprogrammed and will only require the name of the recipient. ALL requests for overnight delivery must be approved by Division Chiefs/Special Staff Officers or the supervisor of the individual requesting the service.
- d. The shipping office will be provided a printout showing the date shipped and package tracking number.
- e. If the material is not received by the addressee by 1200 hours the day following dispatch, the recipient should track the material through the FedEx Tracking system by telephone at:

1-800-GO FEDEX

or on the INTERNET at:

www.fedex.com

f. The computer program FedEx Ship Manager provides for the preparation of shipping labels, shipping receipts and e-mail notification to recipient that a package has been shipped. Guidance on the use of the software is available at Appendix A.

Overnight Shipping

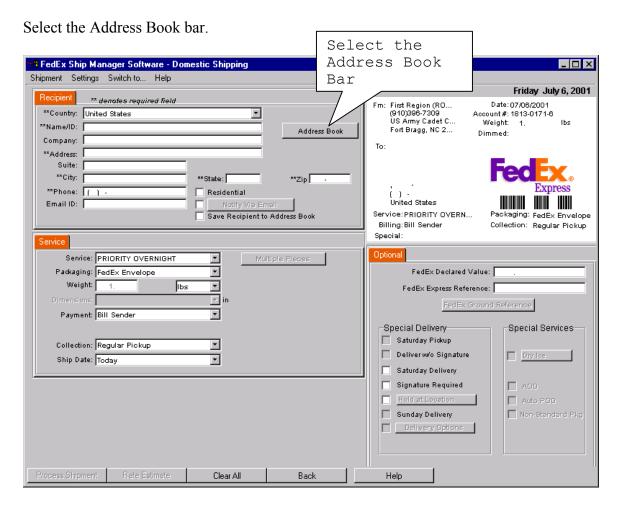
Select the FedEx icon from the desktop.



Select the Ship bar from the FedEx Ship Manager screen.



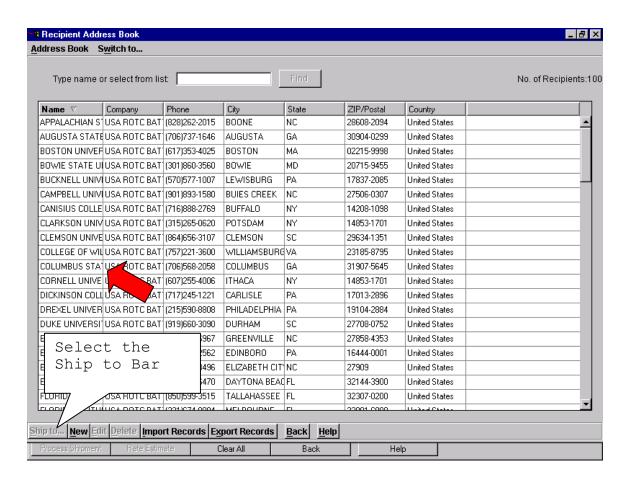
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If the recipient is not in the Address Book you must enter the correct data in the blocks shown above. Data MUST be entered in those blocks with **. Use street address, NOT PO Boxes.

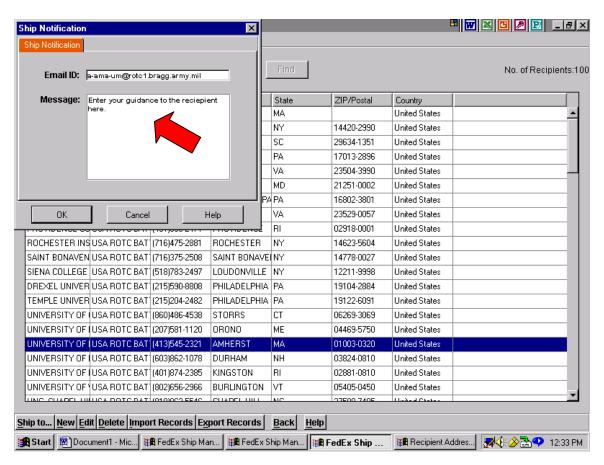
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Select the address desired and select the Ship to bar at the bottom.

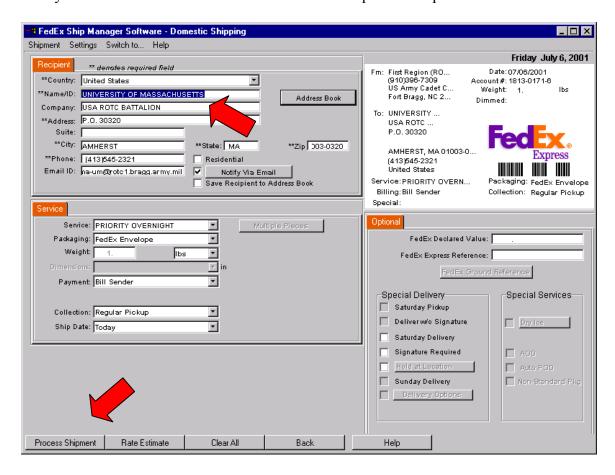


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Enter additional e-mail guidance to recipient.



Verify that the correct address is listed and select the process shipment bar



Retrieve the shipping label and Shipment Receipt from the printer.

Place the Shipping Label on the FedEx envelope or the package containing the material to be shipped and retain the Shipment Receipt for your records.

Place the material being shipped in the FedEx distribution box.